



**CITY OF WINTER PARK
BUILDING & PERMITTING SERVICES
DEPARTMENT
SWIMMING POOL & SPA PERMIT
APPLICANT CHECKLIST**
permits@cityofwinterpark.org

NOTICE: Failure to provide the required informational items will result in the rejection of your permit application

As the applicant I confirm that the following items have been provided as required:
(please check) (Please attach items in the order listed)

- 1. Completed permit application
- 2. Certified copy of the recorded notice of commencement (\$2,500.00 or over)
- 3. Copy of current registered survey showing driveway, walks, buildings etc.
- 4. Setback/Coverage Calculation Work Sheet (show breakdown by area)
- 5a. Fence or screen enclosure permit meeting minimum City Code criteria **must be obtained** prior to or at the same time that the pool permit is obtained. Show fence location on plans.
OR
- 5b. **Existing fence**, min. 4 foot high with outswing gates, self latching/ self closing latches at 54" above grade. Show fence location on plans.
- 6. Detailed site plan showing pool, deck and other structures near pool and showing all dimensions and the setbacks to pool, deck and existing structures.
- 7. One eighth (1/8) inch scale drawing of pool showing pool depths, deck size and material to be used, swim out or ladders, dual drain & vent details, dimensions and specifications and pool equipment location.
- 8. 4 sets of Engineer sealed drawings at time of application or provide copies of the sealed set on file in this Division. (Master File) (5 sets if lakefront)
- 9. If property is lakefront, stream front or canal front, provide approval date and copy of conditions of site plan review by the Planning and Zoning Commission.
- 10. If a variance was granted provide approval date and copies of details of variance approval by the Board of Adjustment.
- 11. **Residential Swimming Pool, Spa and Hot Tub Safety Act Form**
- 12. If child safety fence is to be used, show location on plans and provide installation manufactures specifications and installation guidelines.

Applicant Signature

Pcd/forms/bldg/swmcklst